

# **HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

## **REGULAR MEETING MINUTES**

Housing Authority Office

June 18, 2015

9:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director.

The meeting was called to order at 10:05 a.m. by the Chairman.

### **MINUTES**

A motion was made by Mr. Simonsen and seconded by Ms. Hall to accept the minutes of the May 19, 2015 Regular Meeting. Motion approved unanimously.

### **COMMENTS FROM THE PUBLIC**

None

### **COMMUNICATIONS**

A letter was received from HUD announcing an increase in the HCV administrative fee proration from 74% to 79%. This comes after pressure from NAHRO both last year and this year to encourage HUD to utilize unobligated balances, including recaptures and carryovers remaining from fund appropriated to HUD under this heading from prior years which is allowed under the Continuing Appropriations Act. The new rate will begin with the July payment and the differential in proration for prior months in CY2015 will be distributed in late June.

### **REPORTS OF THE DIRECTOR**

#### **Bills**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the May bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the April Financials. Motion approved unanimously.

#### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the May Section 8 Statistical Report. Motion approved unanimously.

### **REPORT FROM TENANT REPRESENTATIVE**

#### **Human Services Advisory Committee**

Mr. Eddy stated that the Senior Center is expected to replace the floor of the main room due to wear. It will be done when the Senior Center closes down for a week.

## **General Reports**

None

## **COMMITTEE REPORTS**

None

## **UNFINISHED BUSINESS**

### **Holinko Estate Solar Panel Installation Update**

Ms. Fields is still waiting to complete the setup for the one time forward transfer which will cover the duration of the 15 year ZREC contract. Details of this process should be forthcoming in an email from the GIS Administration.

### **Holinko Fire Hydrant Update**

Ms. Fields received an email from Rick at E.J. Prescott on May 11<sup>th</sup> and they plan to schedule the replacement of the hydrant within the next few weeks. Ms. Fields asked for an estimate for the whole project. As of June 9, 2015, no estimate or time was forthcoming from E.J. Prescott. Paul at Connecticut Water called the first week of June to say he had a contractor doing work in the area and he would have them call me directly. Fran Raiola from the Fire Marshal's office stopped by on June 9<sup>th</sup> for a status update and also called Paul at Connecticut Water because Ms. Fields had not heard from either contractor. Paul left a voice message stating he would have Cliff Green and Sons call me directly this week. Paul had already spoken to them about replacing the hydrant.

### **Tenant Commissioner Replacement**

Ms. Fields and Attorney Barbara McGrath have been in discussions on both the wording of the policy and procedures for implementation. The final draft was emailed to Board members on June 16<sup>th</sup> for discussion.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the Tenant Commissioner Election Policy and Vacancy Notice. Motion approved unanimously.

### **No Smoking Policy**

The draft No Smoking Policy and Lease Amendment was distributed via email in early June for review.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the No Smoking Policy, as amended. Motion approved unanimously.

The Lease Amendment will be amended to reflect the approved No Smoking Policy and forwarded to Attorney McGrath for review.

### **Pet Policy**

The draft Pet Policy was distributed via email in early June for review.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to provisionally accept the policy, as amended, pending comments from Residents at Wrights Village. All comments from Residents are to be discussed at the next Board Meeting.

## **NEW BUSINESS**

### **Health Care Insurance Options**

Ms. Fields researched health insurance options through Access Health CT and reviewed coverages and premiums for employees. The average monthly cost of the plans through Access Health CT for the Housing Authority individuals currently covered under the Town of Mansfield plan was \$2,780.65. This premium is about 10% higher than the premium under the current plan. Ms. Fields recommended that no change be made at this time.

### **VASH (Veterans Affairs Supportive Housing) Vouchers**

Ms. Fields explained that HUD awards VASH vouchers based on three criteria; (1) HUD's point-in-time data submitted by Continuums of Care; (2) VA medical center data on the number of contacts with homeless veterans; and (3) performance data from public housing authorities and VA medical centers. Once the areas of the country that have the highest number of homeless veterans are determined, the VA Central Office identifies VA facilities in those communities and HUD selects public housing authorities and sends invitations to apply for the VASH vouchers. These vouchers are used to assist homeless veterans with case management and clinical services provided by the Department of Veterans Affairs.

### **Holinko – Building 5 Exterior Back Stair Repair**

The back staircases on Building 5 are in need of repair. The material costs are expected to be \$500 - \$1,000.

### **Holinko –1D - Eviction**

A Notice to Quit was served on Amy Hallman at 1D for non-payment of rent. She had a Hearing on February 15, 2015 because the Housing Authority refused to renew the lease due to continued late rent payments. Rent was always paid, but always late. At that hearing, a plan was put in place for Amy to make her rent payments on time. Currently she owes rent as of March 1, 2015. She was served a Notice to Quit on May 16, 2015 which required her to vacate the premises by May 31, 2015. Since she had not vacated the premises, the Housing Authority has sued to evict her. She was served a summons on June 5, 2015. A court date has not yet been set. Attorney John McGrath is handling the case.

### **Section 8 Administrative Fee Study**

HUD provided estimates of the administrative fee that would have been provided to the Mansfield Housing Authority under the new proposed fee formula. For the study period July 2013 – June 2014 with the 75% average proration applied, the earned fee would have been \$117,592 rather than \$87,165 which was actually paid. For calendar year 2014 with the 79.769% average proration applied, the earned fee would have been \$122,840 rather than \$90,366 which was actually paid.

## **MEETING DATE REVIEW**

The next meeting is scheduled for July 10, 2015 at 10:00.

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairman declared the meeting adjourned at 11:25 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairman